



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.
AAO-MPP-05-08
AAO-ESEP-05-08

OPENING DATE
03-21-05

CLOSING DATE
04-20-05

POSITION TITLE, SERIES, GRADE AND SALARY
Medical Officer (Administration)
GS-0602-15, *\$101,577 per annum

LOCATION AND DUTY STATION
Office of the Director
Albuquerque Area Indian Health Service
Albuquerque, New Mexico

**Special Salary Rate authorized under 5 USC 5303*

AREA OF CONSIDERATION: All Sources

RELOCATION: Relocation Expenses will be paid for eligible employees in accordance with Federal Travel Regulations and 41CFR Chapter 302.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Position includes supervisory responsibilities and may require serving a one-year supervisory probationary period.
- Other additional compensation for which a physician may be eligible, in addition to their base salary, are a Recruitment Bonus (maximum of 25% of base pay) and/or Relocation Bonus (maximum of 25% of base pay); Initial or Renewal of Retention Allowance (maximum of 25% of base pay when necessary); Physicians Comparability Allowance, starting at \$6,000 for a one year contract and maximum of \$60,000 for a two-year contract (there is a requirement of meeting new IHS mission specific criteria in certain cases to meet the statutory maximum amounts for the one or two year contract); Physician Special Pay in accordance with IHS Title 38 regulations and an Appointment above the minimum. The maximum which may be payable for Medical Officer in accordance with the Executive Level I pay is \$180,100 per year.
- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up and including removal from the Federal Service.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

DUTIES AND RESPONSIBILITIES: Serves as the Chief Medical Officer (CMO) for the Albuquerque Area Indian Health Service with a service population of 86,000 American Indian Tribal members. Healthcare services are delivered to the Area population through five hospitals, 19 clinics, one regional treatment center, and specialty healthcare through contracts with non-federal healthcare facilities. Provides clinical oversight and direction to the medical services and preventive health programs and public health initiatives of the Area. As a member of the Area senior leadership team, provides decisions and judgments relating to clinical operations and clinical policies within the Area and has overall responsibility for planning, implementing, directing, coordinating and evaluating the comprehensive curative and preventive health and environmental health services provided through the Area health care delivery system. Serves as the principal medical advisor to the Area Director in planning, implementing, and coordinating professional and medical administrative operations, policies and procedures. Monitors, evaluates clinical activities and provides consultation to the Area Director and senior leadership on goals, service parameters, resource utilization, continuity of care and quality of care initiatives. Assumes authority of Area Director as necessary, making decisions and judgments relating to all operations and policies within the Area. Represents the Area as medical liaison to other Areas, agencies, state offices, tribal leaders and organizations, educational institutions and professional associations. Serves as the principal advocate for all providers in the Area and provides technical assistance to providers. Provides leadership and support for recruitment and retention activities. Provides expert guidance to maximize program benefits from available resources including priorities for contracted services, clinical revenue enhancement and distribution of non-recurring funds. Consults with tribes and tribal organizations to determine unmet needs, identify public health policy issues, support preventive health initiatives, evaluate outcomes, support the development of community-directed research and facilitate collaborations with non-federal agencies, colleges and universities. Supports the service units in their plans to assure culturally appropriate care. Assures collaboration with tribes on distribution of resources. Maintains continuous surveillance of clinical and support programs to assure quality of services, appropriate utilization of resources, compliance with standards, medical staff's organizational effectiveness, and facility/Area governance. Plans area-wide strategies for program efficiency and effectiveness and performance improvement. Provides assistance area-wide in change management as a result of services realignment or resolution of organizational conflicts. Maintains contacts with headquarters senior management, tribal officials, local organizations, other federal and state offices and legislators to explain, educate, collaborate, develop agreement, etc. with regard to clinical program initiatives. Provides supervision to consultants and specialists and furthers the goals of equal opportunity employment. Performs other duties as assigned.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States. Comparability may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).]

In addition to meeting the qualification requirements outlined, candidates must also have 52 weeks of specialized experience equivalent at the to at least the GS-14 grade level.

Specialized Experience: Experience as a Medical Officer in charge with responsibility for supervising the operation of the medical services of a hospital and healthcare delivery system. Experience must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine and administration. The types of experience that will be credited are shown under "Duties and Responsibilities."

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had one year of supervised experience providing direct service in a clinical setting, i.e., a one-year internship or the first year of a residency program in an institution accredited for such training.

- An *internship program* involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).
- A *residency program* involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- A *fellowship program* involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

Licensure Requirement: Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Additional Requirements for GS-12 and above: Candidates must have knowledge, skills, and abilities appropriate to the position to be filled. Experience and training must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine.

Clinical and Training Programs – Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

General Practice positions: *For GS-15:* In addition to the requirements for a GS-13 – 3 years of graduate training or equivalent experience and training, 1 year of appropriate experience equivalent to the next lower grade level (GS-14).

Specialist positions: *For GS-15:* 5 years of residency training in the specialty of the position to be filled or equivalent experience and training.

Supervisory and Managerial Abilities: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the qualities of successful supervision.

- Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Accomplish the quality and quantity of work expected within set limits of cost and time.
- Plan own work and carry out assignments effectively.
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Understand and further management goals as these affect day-to-day work operations.
- Develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate work activities and resources of several organizational segments or different projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for program goals.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectively and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to “see the job through.”

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each physician must possess and maintain a current and unrestricted license in a State.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

EVALUATION METHODS AND RANKING FACTORS: Evaluation is made on the basis of appropriate education, experience, training, self-development, performance appraisal, outside activities, and special awards. Applicants will also be evaluated on the following ranking factors - Knowledge, Skills, and Abilities (KSA's) described below. **Applicants must address the following KSAs on a separate sheet of paper.**

1. Knowledge of standards of medical care and accreditation/certification requirements and medical staff organization.
2. Knowledge of performance improvement principles and medical audit functions.
3. Knowledge of administrative functions and principles of management including techniques in the assessment of resources and realignment of service programs.

4. Skill in accomplishing difficult tasks in a complex organizational environment.
5. Skill in communicating with medical and non-medical staff, consumers of health care, political leaders and institutional administrators.
6. Skill in mediating and negotiating to resolve conflicts and provide clear direction.
7. Ability to ensure safe patient care through the application of ethical clinical and scientific procedures and techniques.
8. Ability to promote and participate in research and educational programs of the health system.
9. Ability to provide direct patient care in ambulatory and inpatient facilities.
10. Ability to lead healthcare organizations in rapidly changing environments.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates must indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, and all other documents specified in this announcement.

Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Mary I. Tanequoot, 505-248-4238. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) –To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 - 5) Retired under the discontinued service retirement option; or
 - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

➤ Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be submitted to the following address by close of business on the closing date:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, contact the Division of Human Resources at (505) 248-4510. Vacancy announcements can be download from the IHS website at www.ihs.gov or Office of Personnel Management (OPM) website at www.usajobs.opm.gov. We do not FAX vacancy announcements.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian preference **MUST** submit the BIA Form 4432, "Verification of Indian Preference for Employment in BIA and IHS Only." This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/forms/pdf_fill/of0306.pdf
- Addendum to OF-306, Indian Health Service Child Care and Child Care Worker Positions Statement.
- **Copy of a valid license/registration as required by PHS Licensure Policy (Required for candidates applying as a Physician).**
- Supplemental Qualification Statement.
- Supplemental Questionnaire Statement addressing the Knowledge, Skill, and Ability.
- Statement authorizing the Review of Application.
- See '**HOW TO APPLY**' on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made within 90 days of the date the Certificate of Eligible was issued provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/ Jason Begay

Human Resources Specialist

03-18-05

Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

Signature of Applicant

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please Print)
Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____
[If "YES," provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES_____ NO_____
[If "YES," provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. *Please do not send completed data collection instruments to this address.*

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 11/30/2005

SUPPLEMENTAL QUALIFICATIONS STATEMENT
Medical Officer, GS-602-15

(Please complete this form or provide similar information in your application.)

Name (Last, First, Middle):

Date of Birth:

Social Security Number:

US Citizen:

() YES () NO

Address (Number, Street, City, State, Zip Code):

Basic Professional Training (Name and Location of School):

Type of Degree (e.g., M.D.) and Date Received:

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates? () YES () NO

INTERNSHIP:

Type of Internship and Specialty: _____

Name and Location of Hospital (City and State): _____

Name of Chief of Service or Program Director: _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received: _____

RESIDENCY TRAINING AND FELLOWSHIP:

Name of Specialty: _____

Name and Location of Hospital (City and State): _____

Name of Chief of Service or Program Director: _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received: _____

OTHER GRADUATE EDUCATION:

Major field of study or program: _____

Name and Location of Institute (City and State): _____

Certificate, Diploma, or Degree Received and Date: _____

Dates Attended (Month/Year) from _____ to _____

CERTIFICATION BY A SPECIALTY BOARD:

Are you eligible for certification by an American Specialty Board? () YES () NO

Are you board certified? () YES () NO

If your answer to A or B is "Yes," furnish the following:

Name of specialty board: _____

Specialty: _____ Date of Certification: _____

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.		
Optional Application for Federal Employment – Form Number OF-612 www.opm.gov/forms/pdf_fill/of0612.pdf	Application for Federal Employment Form Number SF-171 http://forms.psc.gov/forms/SF/SF-171.pdf	Résumé or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

JOB INFORMATION

Announcement number, title and grade of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

EDUCATION

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

WORK EXPERIENCE

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description. ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form. ➤ Applicable Licensure. 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area, may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF). ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.